

Wellesley Recreation Department Warren Building Rental Application

Name:	
Address:	
Phone:	
Cell:	

Please return this application to:
Recreation Department
90 Washington St.
Wellesley, MA 02481
For Questions call (781) 235-2370

Please fill out the following information for the location you are looking to rent.

Gym
Date:
Time:
Purpose:
of People
Total Hours

Classroom
Date:
Time:
Purpose:
of People
Total Hours

Kitchen
Date:
Time:
Purpose:
of People
Total Hours

Birthday Parties
Date:
Time:
Age:
Child Rm. <input type="checkbox"/> Age 2-5
Gym/Kitchen <input type="checkbox"/> Age 6 +
of People
Total Hours 2

Please answer the following questions.

1. Do you you need tables and chairs?
2. Will there contracted entertainment?
3. Will you need sports equipment?
(i.e. basketballs)
4. Will the event be only Wellesley Residents?
(Does not apply to Birthdays)

Yes	No
Yes	No
Yes	No
Yes	No

Explain

Payment

Credit Card: VISA MasterCard

Total Fee Charge:

Card Number Expiration Date:

Signature

Date

FOR OFFICE USE ONLY

Supervisor Needed ☐ Yes
 ☐ No

Additional Fee:

Classroom #

Date 	<input type="checkbox"/> RecTrac
Amount 	
Charge # 	